



U.S. CONSULATE, HYDERABAD, INDIA

VACANCY ANNOUNCEMENT NUMBER: **HYA-10-23**

The U.S. Consulate in Hyderabad is seeking individuals for the position of **Visa Clerk in the Consular Section**.

**Applicants must apply on Form HR-01 (Application form for Employment) and specify vacancy announcement number HYA-10-23. Applications not completed on Form HR-01, or without reference to a specific vacancy number, will not be accepted. Only completed forms will be accepted. (Refer to application procedures below.)**

**Only applicants who are selected for the interview will be contacted.**

**OPEN TO:** All Interested Candidates

**POSITION:** Visa Clerk FSN-1415-06, HYA-310005 (Temporary position for 9 months) (Personal Services Agreement)

**OPENING DATE:** September 30, 2010

**CLOSING DATE:** October 14, 2010

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Not Ordinarily Resident: Grade: FP- 8  
Ordinarily Resident: Grade: FSN-6\*

\*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION MAY NOT BE ACCEPTED.**

**Basic Functions of Position:**

- Receives and screens incoming NIV applications and documentation.
- Transfers cases from the RDS system to the NIVCAPS system.
- Inputs relevant data into the NIV system, verifies and captures photographs, and produces machine readable visas.
- Provides visa applicants with routine information regarding available services and basic application procedures.
- Assists the Fraud Prevention Unit (FPU) in conducting validation studies.
- Acts as interpreter when needed and provides other clerical services.

**Qualification required for Effective Performance:**

- |                           |   |
|---------------------------|---|
| 1. Education:             | University Degree in<br>Humanities/Commerce/Science   |
| 2. Prior Work Experience: | Minimum two years in the consular<br>area, or other area related to<br>customer service and/or the<br>application of regulatory material.                         |
| 3. Language Proficiency:  | Level 4 (fluency) in English.<br>Level 3 Hindi/Oriya.   |
| 4. Skills and Abilities:  | The ability to use personal computers,<br>databases, and software applications<br>such as MS-Word, EXCEL, ACCESS, Power<br>Point, e-mail and CD-ROM applications. |

**SELECTION PROCESS**

Qualified Eligible Family Members of Mission India Employees and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications in the application.

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflicts of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold an FMA appointment are ineligible to apply for the advertised positions within the first 90 calendar days of that appointment.

**TO APPLY**

Interested applicants for this position should submit the following:

1. Application for Employment, Form HR-01, available online at:  
**<http://hyderabad.usconsulate.gov/jobopportunities.html>**
2. OPTIONAL: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
3. Candidates who claim U.S. Veterans preference must provide a copy of form DD-214 with their application

**SUBMIT APPLICATION TO:**

**By Mail:** Human Resources Office  
American Consulate General Hyderabad  
Paigah Palace  
1-8-323, Chiran Fort Lane  
Begumpet, Secunderabad-500 003  
Andhra Pradesh, INDIA

or

**By E-mail:** HyderabadVacancies@state.gov

Please insert "**HYA-10-23**" (Vacancy Announcement Number) in the subject line of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number may not be considered.

**DEFINITIONS**

1. EFM: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on

the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**All applications for this announcement must be received by the Human Resources Office by close of business October 14, 2010.**

Cleared by: CO - MYoder  
Approved by: MO - DMcCullough

AN EQUAL OPPORTUNITY EMPLOYER